COURT OF COMMON PLEAS

E-FILING PROTOCOL

Examples and Addendum Information

The following are examples of what documents should be uploaded for new and subsequent filings. The list is not all-inclusive, and the requirements for other case types may vary from those shown here.

Each 'document' (e.g., 1st document, 2nd document, and so on) represents a single pdf file containing all of the individual forms listed for that document.

NEW FILINGS

BREACH OF CONTRACT FILING

1st document: Complaint, Praecipe, Exhibits and Certificate of Value.
2nd document: Summons for Defendant #1
Next document: Summons for next Defendant
Continue attaching separate documents for each Defendant's Summons (i.e., one Summons per attached document).

DEBT FILING

1st document: Complaint, Praecipe, Exhibits and Certificate of Value.
2nd document: Summons for Defendant #1
Next document: Summons for next Defendant
Continue attaching separate documents for each Defendant's Summons (i.e., one Summons per attached document).

SUBSEQUENT FILINGS TO AN EXISTING CASE

APPEALS

1st document: Notice of Appeal, Praecipe, Complaint (if required), and Exhibits.

- The filer must relate the case number of the lower court when filing the case electronically (see "Related Case No." field on the Case Initiation Screen).

- The filer must use the provided Contexte ID numbers from the Justice of the Peace Court when entering party information.

- Second PDF Document: Summons for each appellee or appellant to be served.

MOTIONS

1st document: Notice of Motion, Motion, Certificate of Service and Proposed Order

MOTION FOR ENLARGEMENT OF TIME

1st document: Notice of Motion, Motion and Proposed Order

- The Praecipe and Summons should be e-filed once the filer receives notification that the Motion has been approved by the Judicial Officer

ENTRY OF APPEARANCE BY COUNSEL

1st document: Entry of Appearance by Counsel and Certificate of Service

REQUEST FOR SUBSEQUENT SERVICE

1st document: Summons and Praecipe (for one Defendant)
 2nd and subsequent documents: Summons and Praecipe each additional Defendant to be served.

ANSWER

1st document: Answer, any Exhibits, and Certificate of Service

JUDGMENT

1st document: Motion for Default Judgment and the Notarized Affidavit

NOTICE OF SERVICE

1st document: Notice of Service

TIPS ON E-FILING

- Always have the caps lock key enabled
- Select correct court and location

- Check court account balance to determine if there are sufficient monies for filing

- Use the correct case number schema Converted cases U608-05-001

ted cases	U608-05-001	
	U508-05-001	
	U408-05-001	

New Cases	CPU6-08-000001
	CPU5-08-000001
	CPU4-08-000001

- Do not use punctuation in the salutation or Case Title (short case description).

- Use VS for versus
- Issuance of Service

Court of Common Pleas places responsibility for delivery of the summons packet to the Sheriff or special process server on the filer. The Court will sign and seal the summons and scan it back into the case management system. This will trigger a notification to the filer to print the document for delivery to the Sheriff or special process server.

The process for return of service from either the Sheriff or special process server has not changed. The return must still be sent to the Court for receipt. The document is clocked in by the Court and docketed.

- E-file Technology Fee

Court of Common Pleas Administrative Directive number 2008-2 requires a fee to be paid for each supporting document filed in eFlex. The Court implemented this fee for all documents filed as of February 4, 2009. - Rejection of Filings

A filing may be rejected if it fails to meet the requirements established by the Court. The following are among the reasons why a submission may be rejected:

- Wrong document filed with the Court
- Punctuation in short case description
- Form filled out incorrectly
- No available funds in court debit account
- Document(s) not notarized
- Document(s) not filed as one submission as indicated
- Document(s) scanned incorrectly or unable to read